



CALIFORNIA INDIAN LEGAL SERVICES

Escondido · Eureka · Bishop · Sacramento
Sacramento Office: 117 J Street, Suite 201, Sacramento, CA 95814
Telephone 707.443.8397 Fax 707.443.8913 www.calindian.org

Legal/Administrative Assistant Position Available – Sacramento Office

Program Description: Founded in 1967, California Indian Legal Services (CILS) is the oldest public interest Indian rights law firm in the country, promoting the fundamental rights of California tribes and Native Americans through litigation, legislative and administrative advocacy, community development, and other strategies for systemic change. CILS provides a full range of legal representation to California Indian tribes and Indian organizations, advocates for the rights of California Indians at the local, state, and national levels, and provides direct services and community education to low-income Native American individuals on issues related to Federal Indian Law. Currently, CILS operates four offices in California – Sacramento, Eureka, Bishop and Escondido. This position will be based out of the Eureka Field Office.

Description of Position: Under the supervision of the Directing Attorney, this is a full-time position devoted to enhancing attorney effectiveness by providing information-management support, administrative and clerical support in a legal office environment. The work is specialized and requires knowledge of the preparation and processing requirements of legal documents, legal terminology, civil procedures and discovery, sources of law and the court system. Duties include, but are not limited to:

- Answer and direct incoming calls to appropriate staff including Intake workers, refer ineligible caller to other resource providers as appropriate and document all calls per program policy and procedures.
- Greet and maintain professional tact in dealing with or assisting CILS clients, tribal members, tribal officials, outside counsel or other CILS visitors.
- Sort and distribute daily mail, faxes, and process outgoing mail.
- Maintain general organization and function of the office, ensuring supplies are stocked and well-coordinated with office staff.
- Manage office systems including phone and voicemail system, database, office supplies and equipment to ensure professional, efficient and timely work flow of day-to-day operations of office
- Create, maintain and organize case and correspondence files including case file tickling with minimal supervision and attention to detail.
- Conserves attorneys' time by reading, researching, reviewing, verifying, and routing correspondence, reports and legal documents; drafting letters and documents; collecting and analyzing information; initiating telecommunications; organizing client conferences, and attorney meetings including preparing attorneys for meetings and court by providing meeting packets, travel arrangements and directions; scheduling couriers, court reporters, expert witnesses, and other special functions; coordinating preparation of charts, graphs, and other courtroom visuals; preparing expense/reimbursement reports; post-

meeting/court follow up to ensure calendars, case files and case management system are updated accordingly and timely.

- Maintains attorney calendar by planning and scheduling conferences, video conferences, teleconferences, dispositions, and travel; recording and monitoring court appearance dates, pleadings, and filing requirements; monitoring evidence-gathering; anticipating changes in litigation or transaction preparation requirements.
- Represents attorney by communicating and obtaining information; following-up on delegated assignments; willingness to ask for direction yet provide degree of self-motivation and problem solving
- Be willing to learn, interpret and apply a variety of tribal and state laws, rules, or procedures as directed by staff attorneys
- Must communicate professionally and maintain positive rapport with all staff. This position is designed to support all staff in the office.
- Other tasks as requested by attorneys and staff.

Qualifications: Minimum of 2-3 years' experience – Any combination of training and experience that provides the required knowledge skills and abilities is qualifying; typical education would include a high school diploma, or equivalent and legal secretarial course work. Litigation experience and knowledge of Judicial Council forms, ability to draft basic legal documents using proper procedures required by statutes and rules of court; be familiar with all phases of California court procedures, including venue, jurisdiction, pleadings, motions, appeals and the proper means and forms which matters are submitted to the court system; compose correspondence and write reports using correct English, spelling, grammar and punctuation; basic legal and tribal terminology; attention to detail in all work to be performed, and see work through to its logical conclusion required. Preference for experience working with tribal communities. Applicants must be efficient and organized.

The ability to learn and work within an environment utilizing technology as a means of efficiency is incredibly important. At a minimum, must be proficient in, Office 365, SharePoint, Microsoft Teams, PDF software programs, various video conferencing/webinars and have excellent typing skills.

Salary: Starting at \$25 per hour. This is an hourly, full-time, non-exempt position at 40 hours per week. Generous leave policies and potential annual performance incentive. Family/partner medical, dental and vision benefits available.

To Apply:

Submit a resume and cover letter, to Kia Murdoch, Directing Attorney, California Indian Legal Services, **Re: Legal/Administrative Assistant**, 117 J Street, Suite 201, Sacramento, CA 95814. E-mail: Sac-Hiring@calindian.org. We will accept applications until the position is filled. Incomplete applications will not be reviewed.

CALIFORNIA INDIAN LEGAL SERVICES IS AN EQUAL OPPORTUNITY EMPLOYER. NATIVE AMERICANS, WOMEN, MINORITIES AND THE DISABLED ARE ENCOURAGED TO APPLY.